

**Maryland Department of Environment (MDE) Lead Poisoning Prevention Program Local
Government Rental Registry Checklist**

To aid all local government agencies that have their own local rental registry programs in meeting the statutory requirements of *Article 24, Political Subdivisions, 18-101*, MDE has included a helpful checklist that should streamline the process. *MDE's Lead Poisoning Prevention Program* recommends that The City of Gaithersburg use this form and determine the following prior to authorizing the renting or leasing of the residential property:

Please complete for each dwelling unit:

1. Property Owner : _____
Owner address: _____
2. Rental address: _____
3. Is the residential property an “*affected property*”, or built before 1950?
☐ Yes ☐ No

IF ANSWER TO #3 IS “NO”, PRECEDE NO FURTHER.

IF ANSWER TO #3 IS “YES”, PLEASE COMPLETE.

4. Has the rental property been registered with MDE? ☐ Yes ☐ No
5. Is the property registration with MDE current? ☐ Yes ☐ No
6. Please provide Tracking number, (formerly the owner registration number): _____
7. Did the current tenant move in after **2/24/1996**? ☐ Yes ☐ No
 - If “yes” please provide the *Lead Inspection Certificate* number for the current tenancy, as required under *Section 6-815(c)* of the *Environmental Article*. _____
8. After **2/24/2006**, **ALL** affected properties in which a person at risk (a child under the age of 6 or a pregnant woman), resides or regularly spends 24 hours per week, and of whom the owner has been notified in writing, must satisfy the *Risk Reduction Standard* specified in *Section 6-815(c)* of the *Environmental Article*.
 - Copy of statement of compliance with *Section 6-815(c)* is attached: ☐ Yes ☐ No

Your cooperation is greatly appreciated. Please enclose this completed form, along with your Rental Housing License application and fee, in the addressed, postage paid envelope.